



INTERNSHIP DESCRIPTION

POSITION TITLE: Employment Program Intern

REPORTING RELATIONSHIPS: Employment Team Lead, Direct Program Services

STATUS: Part-time, one-to-two semester internship, no benefits

HOURS: 16-32 hours/week, as agreed upon with supervisor

ARRIVE MINISTRIES: Is a faith-based organization that empowers the local Church to reach out and serve our new neighbors economically, socially, and spiritually. We work primarily with refugees being resettled in Minnesota.

PURPOSE OF THIS POSITION: This position is in our Employment Team that provides direct assistance, support, and encouragement to new refugees in search of employment. They will assist Employment Services Department in providing refugees with job readiness training, one-on-one mentoring, transportation assistance to job interviews, and program administrative tasks.

DUTIES AND RESPONSIBILITIES:

- Provide transportation assistance for client appointments/interviews
- Work with refugee clients to create a job resume and cover letter
- Assist in conducting Job Readiness Trainings
- Empower and teach clients how to use public transportation and learn the bus system
- Schedule, enter, and administer daily client appointments
- Maintain case notes and assist with case files and associated case paperwork or reports
- Research new job opportunities and community resources
- Interact with newly-arrived refugees, their family, friends, interpreters, and potential employers

KNOWLEDGE AND SKILLS REQUIRED:

- A demonstrated faith in Jesus Christ and compatibility with our mission
- Pursuing a degree in Social Work, Human Rights, or related field; or recently graduated
- Experience living or working cross-culturally and ability interact with clients of limited-English capacity
- Time management and problem-solving skills, with ability to handle multiple tasks effectively
- Ability to follow written and oral instructions, and to be able to work both independently and in a team
- Patience with and compassion for people
- Competency Word processing, Excel spreadsheets, database, internet
- Valid MN driver's license
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values and Code of Conduct.

To apply: Send your resume/cover letter to the Director of Refugee Services, Rebekah Phillips Rphillips@arriveministries.org